



HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

REQUEST for VERIFICATION OF EMPLOYMENT

I, _____
(Print Name) (Employee ID #)

(County Department)

(Daytime/Message Phone #)

I am requesting that the County of Tulare provide written verification of employment.

Type of Information requesting:

- ☐ Earnings _____ YTD _____ 2012 _____ 2011 _____ 2010 _____ Other
☐ Mortgage
☐ Verification letter needed for any of the following agencies INS, Adoption, YMCA
☐ Other (Please specify) _____

Please attach any necessary documents supporting request

Please select one of the following:

- ☐ Form will be picked up by employee
☐ Fax to: Name and # of the company _____
(Fax # must be provided by the employee)
☐ Mail to: _____
☐ Other: _____

Employee Signature

By signing I hereby release the County of Tulare, any person, or company of liability and authorize the County of Tulare to fully disclose verification of my employment.

**Fax to (559)730-2597 or Return to the Human Resources & Development 2900 West Burrel Ave. Visalia CA. 93291
Attn: Rebecca Lira**

Please allow up to 48 hours to complete your request once it is submitted. If submitted on a payroll processing day and/or prior to a holiday, completion time may be delayed.

Forms will not be faxed, emailed, or interoffice back to employee

Completed by: _____

Date _____

☐ Picked up _____ ☐ Fax _____ ☐ Mailed _____

Human Resources and Development